

Draft
ITMC Council Business Meeting
January 8, 2014

Attendees

Department of Natural Resources and Conservation	Bill Anker
State CIO	Ron Baldwin
Department of Fish, Wildlife, and Parks	Barney Benkelman
Department of Revenue	Tim Bottenfield
Department of Transportation	Mike Bousliman
Teachers' Retirement System	Rick Bush
Department of Justice	Joe Chapman
Department of Environmental Quality	Dan Chelini (online)
Department of Corrections	John Daugherty
Department of Agriculture	Dayton, John
Department of Public Human Services	Daniel Forbes
Local Government Representative	Joseph Frohlich (online)
Office of Public Instruction	Jim Gietzen
State Library	Evan Hammer
Department of Labor and Industry	Judy Kelly
Department of Commerce	Larry Krause
Commissioner of Higher Education	Edwina Morrison
Livestock	James Newhall (online)
Department of Administration	Michael Sweeney
Public Employees Retirement	Swenson, Dave
Secretary of State's Office	Mark Van Alstyne

Guests

Legislative Branch – **Mike Allen**; DNRC – **Kreh Germaine**; DPHHS – **Stuart Fuller**;
Legislative Branch – **Josh Gillespie**; Montana State Fund – **Rob Shipley**; Corporate Technology
Group – **Representative**; Northrop Grumman – **Veronica Lamka**; CA Technologies – **Tom
Stockburger**; Legislative Branch – **Scot Conrady**; Legislative Branch – **Kris Wilkinson**; OPI –
Jody Troupe; Legislative Branch – **Dale Gow**; DPHHS – **Dave Johnson**

Real Time Communication (online)

Kyle Belcher, Jerry Steinmetz, Heather Nelson, Tammy Peterson, and Lisa Mader

SITSD Attendees

Lynne Pizzini, Dave Carlson, Cheryl Pesta, G. Scott Lockwood, Maris Cundith, Irv Vavruska,
Lesli Brassfield, Brett Boutin, Jerry Marks, Kyle Hilmer, Warren Dupuis, Tammy Stuart,
Miranda Keaster, Audrey Hinman, Penne Cross, Anita Bangert, Tab Dougherty, Wes Old
Coyote, Doug Volesky, Tammy LaVigne and Shirley Nunez

Welcome and Introductions – Michael Sweeney, Chair

- Approval of December minutes. No changes made – Michael Sweeney approved.

Montana EMarket Center – Steve Haynes

- Presentation regarding the Montana EMarket Center WSCA/NASPO contract website. It will be mandatory on January 1, 2015 to use this website. Steve is working with local vendors and acknowledged the problem with getting local vendors plugged into the eMarket Center.
Michael Sweeney – If you are making purchases and are not getting discount, State Procurement Bureau ask to be notified. The WSCA contract entitles us to discounts.
Link: [Montana eMarket Center](#)

Electronic Records Management Update – Miranda Keaster

- RFI was released on December 19, 2013 and vendor responses are due January 17, 2014. A report of the responses will be compiled and recommendation will be made.

House Joint Resolution 2 – Tammy LaVigne

- House Joint Resolution 2 provides a study of Electronic Records Management by state and local governments. This study recognizes the lack of ability to properly archive, maintain and access electronic records. If you are interested, meetings are posted at the legislative web site.
Questions:
Mike Bousliman: When or will these two efforts intersect or will they? What is the plan to prepare for the Legislative session?
Tammy LaVigne: House Joint Resolution 2 and Electronic Records Management are both completely separate, while running parallel.
Ron Baldwin: Once we get the results of the RFI and analyze the finding. Then we will make a decision to keep and enhance what we have or move forward with a new procurement solution.

Network Managers Group Status Update – Jerry Marks

- We are making changes to the meetings to have more interaction.
 1. We will change the venue to room 53.
 2. We will have a roll call so you will know who else will be attending.
 3. We will open up to links so people can attend remotely and unmuted there phone so they can participate.
 4. Broadened agenda to include Agency Projects and Initiatives and an open forum.Question:

Michael Sweeney: Who attends this meeting?

Jerry Marks: I would like make it a more technical collaborative meeting.

21:30 Email Archive Documentation – Jerry Marks

- Email Archive Documentation is a new service to manage PST files. Unmanaged PST files can be stored anywhere and can increase data fraud and discovery cost. Managing PST emails is going to help us and will save on storage cost. Agencies can have their own default policy that matches their retention requirements free. That default policy can be disabled and the use of the SITSD archive policy. The cost is \$2.59 per user a month and \$31.00 a year, when we adjust the rates this may decrease. When a legal hold is in place we track every transaction at \$0.29 a month per gigabyte. Terminated employees can be delegated and transferred to the supervisor mailbox or be transferred in to a PST file.

Questions

Mark Van Alstyne: Can you apply different rules to get the mail into the archive?

If your agency needs a custom policy you can set it up and remove those tags out of the policy.

Kreh Germaine: Is that the location or the configuration?

Jerry Marks: It is active sink not active copy archive.

Mike Bousliman: Can an agency get a smaller rate for smaller gigabyte?

John Doherty: Big difference when I used the archive stored at a smaller size when they were moved.

Online attendee: What is the schedule or plan for rolling this out?

Jerry Marks: No schedule, please submit service order ticket.

Ruck Bush: Is it all or nothing, can just some of the agency start the use of email archive?

Jerry Marks: No it is not all or nothing.

Mike Sweeney: I commend and compliment you on rolling this out.

Mobile Device Strategy– Lynne Pizzini

- Lynne Pizzini: Mobile device strategy is available for review and comments on the ITSD website. We are welcome to suggestions of what should be in the document.

Larry Krause: Does this document accomplish what it was supposed to?

Mark Van Alstyne: I seek more than just standards framework, we need to see strategy and optimizing current and future investment and tool sets at an enterprise level. Would that be addresses through ITMC?

Lynn Pizzini: This document is a beginning and the overall direction and will be built on. We would continue adding to it and facilitating policy.

Larry Krause: We may not need to spend too much time on mobile device management.

Kreh Germaine: I have some concerns this document strategy, does not give us a clear path.

Rick Bush: We do not have a lot of mobile device at our agency. How do we address that mobile devices increase the productivity of the State of Montana employee.

Michael Sweeney: There was not a lot of participation on this document. I purpose we put it aside for now and after we discuss the ITMC Work Plan we can bring it back up.
Wes Old Coyote: We have to start somewhere and we need a consensus, there is people wanting the application store or wants to know how records data are manage and work together.

Ron Baldwin: Mobile devices are being integrated in to the work force and are workforce tools and as technology we have to address this.

Michael Sweeney: We are not ready to give a consensus.

BREAK – 10 MINUTES

Strategic Planning Process – Kyle Hilmer

- Kyle Hilmer: Strategic Planning time table is posted on the website and the cycle has not changed. When you think about the agency IT plan supplemental items before they go in to the governors budget. Also changing is the definition of what is a major IT project and SITSD is going to produce an agency IT plan. We are looking forward to comments from both ITMC and ITB and we will move forward with a final version of the Enterprise Strategic Plan.

Questions:

Kreh Germaine: Is the plan mandatory for everyone?

Kyle Hilmer: Supplement portion needs to stay the same. We had recommendation for optional portions we are still working on that.

Stuart fuller: Do we all have to follow the same format as the SITSD.

Ron Baldwin: While we are following the same template, if you are not ready there will be options.

Michael Sweeney: While it is not perfect it does fulfill what is needed by law and the agency's that need something more for their internal operations are free to do that.

Microsoft EA Renewal Process Update – Maris Cundith

- Upcoming is our 2nd State Enterprise Agreement Renewal. Our objective is to maximize the value of the States Enterprise agreement, by doing that we want to make sure we maximize our cost stages. We also want to make sure everyone aware of and using the benefits offered though the Enterprise Agreement with Microsoft.
- We have put together teams.
 - **State IT Manager's Microsoft Renewal Team** - Goal is to advise and inform CIO - Ron Baldwin of statewide agency Microsoft issues and concerns, this team is meeting in 2 weeks.
 - **Microsoft Enrollment Coordinators Team** – Goal is to ensure all agencies are fully aware or Microsoft licensing issues, concerns entitlement rights and maximizing benefits, this team will meet monthly.

Questions:

Barney Benkelman: I am assuming an inventory is being done and we are identifying our true needs.

Maris Cundith: We are going to be looking at what you are currently using, purchases and Inventory. We will be looking at every need and the goal is to find out what your agency Microsoft needs are and will be.

Larry Krause: When do we need to have this done and what is the schedule?

Maris Cundith: The deadline is May 31 2014.

ITMC Work Plan – Michael Sweeney

http://sitsd.mt.gov/content/policy/councils/itmc/docs/2014_ITMC/01082014_ITMC_meeting/WorkPlanDraft.doc

- Purpose of ITMC and the need for strategic/work plan for ITMC. The purpose is to identify the priorities for the ITMC and what are the actions that support those priorities. Those actions need to be tangible and what we are doing helps the CIO.
 - Governance:
 1. Acknowledge and create a structure to work better together.
 2. Revamping the ITPR process it does not meet SITSD needs.
 3. Developing and Enterprise IT Project Inventory and Portfolio that includes all projects.
 4. Inventory and charter all the working groups and their relationship.
 - Shared Services
 1. Develop IT services governance group.
 2. Identify services for shared services.
 - Security Priority
 1. Create a task force or working group regarding security.

Comments:

Anita Bangert: Looking at the ITPR process, I would like to recommend doing a diagram. It would show the problem areas and it would be a great way to start.

Barney Benkelman: This is a very good step toward addressing the problems of this group.

Michael Sweeney: Please have comments back to me by the end of January.

Ron Baldwin: This is important and should be rolled in to Strategic Process.

Change Management – Pete Wiseman

- Change management program is awareness also a source. The Change Management Notification form that SITSD uses asks what kind of change or when we should make that change and makes notification of change. We meet once a week to discuss important issues, forward scheduled changes and the change management calendar.

Links:

- Change Request Form
http://servicedesk.mt.gov/scripts/isafcgi.dll/pobweb/pobweb=7344a/EU_HDS.WCAS.EU10.5.103.17
- Risk Calculator
<http://mainframe.mt.gov/riskcalc.html>
- Forward Schedule of Change
<https://mine.mt.gov/content/it/servicedesk/fsc.xls>
- Change Management Calendar
<https://app.mt.gov/statecals/html/event/ChM/>
- CAB Meeting Lync Info
<https://RTCHelena.mt.gov/meet/pwiseman/2MCW5ZKT>
- Audio via Lync or 444-4647 Conference ID: 500238

Questions:

Larry Krause: I am lobbying to adopt this it is part of interacting and being part of the same enterprise and fully indorse.

Rick Bush: It would be helpful to group agency topics to once a week.

Pete Wiseman: That is possible anyway to make this a value.

Rick Bush: I think this should be extended to other platforms and areas.

Pete Wiseman: I recommend using that forward schedule of change.

Stuart Fuller: I fully support this, when you have nine agencies and one agency can affect the others just by the activity they are doing. I think having the coordinated spot is very important.

Joe Chapman: What do you propose is the next step?

Pete Wiseman: The only way is to have your input, I suggest forming a team and I am more than willing to participate.

Larry Krause: So you will coordinate and whoever wants to come can?

Tammy LaVigne: We can work together on a draft action with any comments item for the next ITMC.

Ron Baldwin:

- Anta Bangert will be make outreach to CIO'S and Managers to set up some meetings about the projects that are occurring on the LFC dashboard. I would like to get more consistency about that level of participation and offer any assistance SITSD can offer.
- The Governor has asked for an inventory of Mobile Applications. Audrey Hinman has developed an inventory of those applications that have been developed and request ITMC managers to take a look check your agency services by tomorrow.
- Fund Raiser for Braden Denler, we have an auction today on the second floor of the Mitchell Building.

Next Meeting – February 5, 2014

Member Forum:

Larry Krause: I think that the ESRI renewal contract should be moved over and overseen by SAM office.

Evan Hammer: We are currently in the metrics gathering stage and the negotiation will be starting in the next couple of months. We will meet next week.

Ron Baldwin: I have met and discussed this with Jennie Stapp the State Librarian and the Tim Burton the Chief of Staff about the ESRI Enterprise Agreement taking shape of a true Statewide Enterprise Agreement. My office will take responsibility and will keep you posted.

Kreh Germaine: To follow up we do meet monthly and report to the ITMC. We are working to integrate GIS value to business objectives with the agencies.

Online attendee: How soon will high speed internet be in the Lincoln County?

Tammy LaVigne: Our people will be meeting with Verizon on Thursday and will have an update by the next meeting. Also the Northwest Energy money will be here shortly.

Public Comment: None

Adjourn: 12:13